**TOWN OF YARROW POINT**
**King County, Washington**
**January 1, 1993 Through December 31, 1993**

## Schedule Of Findings

1.  <u>Annual Financial Report Should Be Prepared And Submitted In A Timely Manner As Prescribed By Statute</u>

    The Town of Yarrow Point did not prepare and submit the required annual financial reports in a timely manner, nor were all required BARS schedules prepared. The annual report for 1993 was not submitted until September 1994.

    RCW 43.09.230 states in part:

    > The state auditor shall require from every taxing district and other political subdivisions financial reports covering the full period of each fiscal year, in accordance with the forms and methods prescribed by the state auditor, which shall be uniform for all accounts of the same class.

    > Such reports shall be prepared, certified, and filed with the (state auditor) within one hundred fifty days after the close of each fiscal year.

    RCW 43.09.200 states in part:

    > The state auditor . . . shall . . . prescribe . . . a system of accounting and reporting, which shall be uniform for every public institution . . . .

    The BARS manual as promulgated by the State Auditor under authority of RCW 43.09.230, states that annual reports are to be certified and filed with the Division of Municipal Corporations not later than May 30 of each year for the preceding year ended December 31.

    When the financial records of the town are not prepared in the manner prescribed by law, the state legislature, town officials, the general public, and other interested parties are denied the financial information needed to make informed decisions and to ensure the accountability of town management.

    The late and incomplete preparation and submission of the town's 1993 annual report resulted from new staff being assigned this responsibility together with a higher priority being placed on other town projects.

    <u>We recommend</u> that town officials take appropriate action to ensure that all required financial reports are prepared and submitted in a timely manner, as prescribed by law.